



**Indiana Housing and Community Development Authority  
Request for Proposal For**

**WEATHERIZATION EVALUATION**

**LEAD RISK ASSESSOR/INSPECTOR TRAINING**

**INDIANA TRAINING INSTITUTE (ITI)**

**WEATHERIZATION TRAINING AND TECHNICAL ASSISTANCE**

**October 2, 2006**

Indiana Housing and Community Development Authority  
30 South Meridian, suite 1000  
Indianapolis, Indiana 46204

Sherry Seiwert  
Executive Director

## **I. OVERVIEW**

The Indiana Housing and Community Development Authority (IHCDA) seeks to contract with a qualified entities to conduct various activities and services included in this Request for Proposals. IHCDA anticipates entering into a one-time contract (with the potential for renewal in 2007) for such activities and services, which are detailed in the Scope of Services section of this RFP.

IHCDA will accept proposals for eligible for-profit or not-for-profit entities. Entities may apply in full or in-part to the activities outlines in this RFP.

IHCDA estimates the need for activities and services during calendar year 2006-2007 under the following categories:

### **WEATHERIZATION EVALUATION**

The vendor is requested to provide a two-prong evaluation for the energy savings component of the Weatherization Assistance Program. The first prong is the impact evaluation that will assist program administrators understand the amount of energy reduction achieved by local agencies providing weatherization services as a result of measures installed in dwellings. The second prong is process evaluation, which will solicit feedback from the agencies running the program, IHCDA staff, program participants, and other appropriate stakeholders. The information gathered in this portion of the evaluation will assist the program to develop any needed design changes for upcoming program years.

### **LEAD RISK ASSESSOR/INSPECTOR TRAINING**

The Indiana Weatherization Assistance Program requires that each local CAA have a staff person that is a licensed Lead Risk Assessor/Inspector. In addition, IHCDA has provided an X-Ray Fluorescence (XRF) machine to each agency to test for the presence of lead paint in dwellings. Due to these requirements, it is necessary for IHCDA to procure a training facility that is certified by the Indiana Department of Environmental Management (IDEM) to provide the necessary classes for local agency staff to obtain the required lead risk assessor/inspector training, pursuant to 326 I.A.C. 23. The vendor must also be qualified to administer the IDEM test to participants for certification.

### **INDIANA TRAINING INSTITUTE (ITI)**

The vendor is required to provide a statewide training plan that addresses the training needs of the Community Action Agencies (CAAs) in Indiana. The plan will address those needs identified in conjunction with agency requests, IHCDA recommendations, and national trends or initiatives. This activity will occur after the vendor has been selected and training priorities have been identified. The Training Plan should not be included in the response to the RFP, but costs to develop and coordinate this activity should be estimated and identified in the vendor response.

### **WEATHERIZATION TRAINING AND TECHNICAL ASSISTANCE**

The vendor is required to provide the necessary training to weatherization staff and contractors to obtain Building Performance Institute (BPI) certification, recertification, and learn new processes of the Weatherization Assistance Program (WAP) as implemented in Indiana. The topics of instruction will be determined by the needs of WAP providers, BPI certification requirements, and IHCDA. A list of current

course listings can be requested from IHCD. Curriculum development is an essential activity under this line item.

## **II. IHCD'S OBJECTIVES**

In selecting specific vendor(s) pursuant to this RFP, IHCD seeks to meet the following objectives:

1. Select a vendor(s) with the proven ability to effectively implement the roles and responsibilities outlined in the Scope of Services section of this RFP within the State of Indiana; and
2. Maximize the efficiency of the services contracted, thereby minimizing the cost to IHCD for the services provided.

## **III. SCOPE OF SERVICES**

The selected vendor(s) will be charged with providing the following services with respect to each RFP category:

### **WEATHERIZATION EVALUATION**

1. Information Gathering – The vendor will need to collect initial energy consumption data by household, obtain Heating Degree Day (HDD) files from the National Oceanic and Atmospheric Administration (NOAA), and local weatherization agencies to create data files.
2. Consumption Data – The vendor will be responsible for facilitating discussions and meetings with utility companies, in order to procure consumer consumption data and energy usage information for weatherized dwellings. This activity will include working with municipally-owned utilities and electrical cooperatives.
3. Agency Normalized Annual Consumption Data – The vendor will input all required information from item #1 into the Princeton Scorekeeping Method (PRISM) software platform by individual household served in the weatherization program. This activity will include cleaning up data files for entry into PRISM, identifying inconsistencies in the IWAP software for agency correction, running PRISM by household address, and creating a report with the PRISM analysis that details pre and post weatherization energy consumption. The agency level reports will be required on a quarterly and annual basis.
4. Statewide Report – The vendor will develop and distribute a statewide PRISM evaluation report to local agency providers and IHCD. This report will give PRISM result breakdowns on an agency by agency basis and overall conclusions of energy conservation efforts through the weatherization program in Indiana.

### **LEAD RISK ASSESSOR/INSPECTOR TRAINING**

1. Site Visits – The vendor will provide one and no more than two site visits to each of the 24 CAAs to provide training and technical assistance with the XRF machine during the contract period. This activity is designed to provide support to local agency staff using the XRF equipment and provide additional training opportunities in-the-field. At the end of the contract period the vendor will submit a report listing the agencies visited, staff trained, and the date of service. It is assumed that the vendor's administrative, travel, and per diem costs are included in this line item.

2. Statutory Training – The vendor will provide lead Risk assessment training pursuant to 326 I.A.C. 23 for staff engaged in weatherization services or other adjunct staff as determined by IHCDA. The costs included in this activity should include the fee for the class, testing administration costs, and any other administrative fees.
3. Statewide Report – The vendor will be responsible for creating a report that details by agency and by individual the numbers of weatherization personnel that attended Lead Assessor/Inspector Training. The report is to include a listing of individuals and their agency affiliation that attained certification during the contract period and a list of those individuals within the weatherization network that hold a current certification as Lead Risk Assessor/Inspector.

#### **INDIANA TRAINING INSTITUTE (ITI)**

1. Training Plan – The vendor will submit a statewide training plan that addresses the training needs of the Community Action Agencies (CAAs) in Indiana. The plan will address those needs identified in conjunction with agency requests, IHCDA recommendations, and national trends or initiatives. This activity will occur after the vendor has been selected and training priorities have been identified. The Training Plan should not be included in the response to the RFP, but costs to develop and coordinate this activity should be estimated and identified in the vendor response.
2. Training Days - The vendor will, in coordination with IHCDA staff and the 24 Community Action Agencies, identify training topics and coordinate statewide meeting/training days per the approved training plan during the contract period. This line item is to include vendor costs for administration and related costs associated with providing this service, including in-state travel.
3. Trainer Expenses – The vendor will identify and coordinate with experienced trainers on approved topics to provide trainings to the CAA network. This will include travel arrangements for various trainers, fee reimbursement, and any associated fees for services. This line item is to include vendor costs for administration and related costs associated with providing this service, including in-state travel.
4. Supplies – The vendor will be responsible for providing training materials for participants, including: copying, manuals, and other training materials as needed.
5. ITI Development and Capacity – In providing training and technical assistance to the CAA network, the vendor must be cognizant of the issues CAAs face on a local and national level. Therefore, it is the intent of this line item to build capacity for the vendor and within the CAA network by providing training opportunities for the selected vendor. This activity is limited to two out-of-state conferences and associated costs for attendance.
6. Statewide Conference – The vendor agrees to design, coordinate, and hold a statewide conference on topics identified in conjunction with the CAA network, IHCDA staff, and federal priorities. This activity may be held separately or in conjunction with the Statewide Conference on Housing and Community Economic Development.
7. Strategic Plan – The vendor will provide continued support and training to the CAA network on the 2006 Strategic Plan Initiative as it relates to the CAA Statewide Needs Assessment. The purpose of this activity is to assist and support CAAs in addressing the local needs identified in

the 2005 Statewide Needs Assessment. Copies of the aforementioned needs assessment can be requested from IHCD.

8. Collaborative Partnerships – The vendor will be responsible for developing, supporting, and facilitating collaborative partnerships between the CAA network, IHCD, and other program stakeholders in order to address economic development and poverty issues throughout the state. This purpose of this activity is to coordinate meetings with stakeholders, educate and inform program constituencies, and act as a technical resource for the CAA network.
9. Peer to Peer Best Practices – The vendor will act as a facilitator and clearing house for the CAA network in the areas of resource development, best practices, and peer to peer exchange. This activity will include definition, coordination, and dissemination of best practices to the CAA network. This activity will also include facilitation of peer to peer exchanges for agency capacity building, and resource identification within the CAA network.  
Low-Income Programs Liaison – The vendor will act as a liaison between IHCD, the CAA network, and utility companies engaged in low-income customer programs. The vendor must have a demonstrated ability to coordinate activities with regulatory authorities, consumer advocates, utility companies, and IHCD.

#### **WEATHERIZATION TRAINING AND TECHNICAL ASSISTANCE**

1. Training Days – The vendor agrees to provide the necessary training days to weatherization staff and contractors to obtain Building Performance Institute (BPI) certification, recertification, and learn new processes of the Weatherization Assistance Program (WAP) as implemented in Indiana. The topics of instruction will be determined by the needs of WAP providers, BPI certification requirements, and IHCD. A list of current course listings can be requested from IHCD. Curriculum development is an essential activity under this line item. Any programs, presentations, curricula, and related documents created for, and not developed or licensed by the vendor prior to the execution of, the anticipated contract will be considered to be “works for hire”.
2. Certification Days – The vendor agrees to provide certification days as necessary to ensure weatherization staff and contractors achieve certification and recertification. The vendor must be a BPI affiliate organization, have the capacity and certification to give the BPI written test to participants, pass the proctor application process with BPI, and proctor an in-field exam at a test home identified and secured by the vendor.
3. Certification Maintenance Trainings – The vendor agrees to provide four certification maintenance trainings per contract period. This activity is designed to comply with BPI certification maintenance requirements and continuing education units (CEUs). The vendor will be responsible for submitting the appropriate CEUs to BPI for attendees in addition to providing the training. This activity is to include event coordination, trainer costs, space planning, administrative, agency travel, and per diem costs for attendees and the vendor.
4. BPI Fees – The vendor agrees to pay all fees and dues associated with the Building Performance Institute certification process as implemented in Indiana.
5. Weatherization Certification Jackets - The vendor agrees to provide IHCD approved certification jackets and patches to agency and contractor staff that have passed BPI certification for program year 2007.

6. Training Report – The vendor agrees to provide two training reports, each covering a six-month time frame, itemizing training activities by agency, by student, by trainer, by training class, by reporting period, and total student hours. This report will also include the listings of BPI certified personnel at each CAA in each of the categories of Building Analyst, Building Technician, and Heating Technician. The certification section of the report is to list by individual, by agency, the certification date, the recertification date, and pass or fail indicators.
7. CAA Monitor Trainings – The vendor will provide six in-the-field or classroom training sessions for IHCD staff on topics or activities identified by IHCD during the contract period.
8. On-Site Training and Technical Assistance – The vendor agrees to provide on-site training and technical assistance to each of the 24 CAAs at least annually, as requested by IHCD and/or the CAAs. The topic of the T&TA will be tailored to the individual agency and determined in conjunction with agency staff and/or contractors and IHCD.
9. Semi-Annual Technical Training (SATT) – The vendor agrees to provide a full day of training twice during the contract period on a technical topic related to weatherization. This meeting is for in-the-field staff and is to be directed at specific components of building science or new processes used for installing measures on dwellings. This activity is to include event coordination, trainer costs, space planning, administrative, agency travel, and per diem costs for attendees and the vendor.
10. Semi-Annual Managers Meeting (SMM) – The vendor agrees to provide training twice during the contract period on a topic related to local weatherization program management. This meeting is for CAA Weatherization Program Managers and may include policy updates, dealing program management issues specific to the weatherization program, and topics requested by CAAs or IHCD. This activity is to include event coordination, trainer costs, space planning, administrative, agency travel, and per diem costs for attendees and the vendor.
11. Agency Travel – The vendor agrees to reimburse agency weatherization personnel and contractors for transportation, lodging, per diem, and transportation for attendance at training/certification events for agencies more than 50 miles from the training/certification location. This activity is also intended to include travel costs associated with out-of-state conference attendance. Out-of state conferences for weatherization personnel must be pre-approved by IHCD staff in advance of attendance. Vendor administrative costs for providing this service should also be included in this line item.
12. On-going Training and Technical Assistance – The vendor agrees to provide on-going training and technical assistance to local agency personnel and contractors by means of email and/or over the telephone during the contract period. The purpose of this activity is for the vendor to act as a resource for local agencies and contractors that encounter issues in the field.
13. Field Guide – The vendor agrees to update and maintain the Indiana Weatherization Field Guide with the current technical standards of the Indiana Weatherization Assistance Program. The purpose of this activity is to provide a technical field guide for installation of measures on dwellings for local CAA weatherization personnel and contractors. This line item is to include staff costs for updating and writing new material for inclusion, printing, and distribution costs.

14. Liability Insurance – The vendor agrees to secure liability insurance in the minimum amount of \$500,000 for bodily injury and property damage. The vendor shall also secure insurance in amounts sufficient to reimburse vendor for damage to any property purchased with state or federal funds.
15. Continued Education – In providing weatherization training and technical assistance to the CAA network, the vendor must be cognizant of the issues CAA staff and contractors face in-the-field. Therefore, it is the intent of this line item to build capacity for the vendor and within the CAA weatherization network by providing training opportunities for the selected vendor.
16. Equipment and Supplies – The vendor agrees to obtain and maintain the equipment and supplies necessary to provide weatherization trainings for CAA staff and contractor personnel. This line item is intended to provide the selected vendor with a means of purchasing appropriate materials for classroom and in-the-field use.
17. Computer Training – The vendor agrees to schedule and coordinate trainings on the production tracking software utilized in the Indiana Weatherization Assistance Program. This activity will include arranging computer laboratory space for attendees. Vendor administrative costs for providing this service should also be included in this line item.
18. Software and Technical Advisory Committees – The vendor agrees to provide meeting space, support, and training staff to facilitate the software and technical committee meetings. Staff support will include evaluation of additional reporting tools, evaluation of new technologies for diagnostic work, and coordination of training and meeting times.
19. Class Development – The vendor agrees to develop curriculum on a new workshop topic determined in conjunction with IHCD and related to the weatherization program. This activity is to include curriculum, training aides, slides, handouts, field forms, etc. Any programs, presentations, curricula, and related documents created for, and not developed or licensed by the vendor prior to the execution of, the anticipated contract will be considered to be “works for hire”.
20. Energy Education Materials – The vendor will be responsible for compiling, purchasing, and distributing to weatherization service providers approved client energy education materials. This activity will include collaboration with the CAA weatherization network to assess the needs of client education materials and procurement of supplies for this item.

#### **IV. RFP PROCESS**

##### ***A. Pre-Proposal Technical Assistance***

IHCDA staff will be available for technical assistance in regards to this RFP. Technical assistance will be limited to clarification of the Scope of Services. A Question and Answer session will be held on Thursday, October 12, 2006 from 11am to 12 pm at the IHCDA offices, during which, questions regarding the Scope of Services will be entertained. Additionally, questions regarding the scope of work may be submitted to J. Jacob Sipe, Community Development Supervisor, at [jsipe@ihcda.in.gov](mailto:jsipe@ihcda.in.gov) or by calling IHCDA at (800) 872-0371 or (317) 232-7777.

##### ***B. Proposal Due Date***

Proposals must be submitted by 5:00 pm on Friday, November 10, 2006 to the address listed below to be eligible for consideration. Respondents must provide an original and four (4) sets of the proposal and supporting material. IHCD A will time and date stamp proposals to evidence timely receipt.

**C. Receipt of Proposals**

Vendors must submit an original and four copies of the proposal to:

Indiana Housing and Community Development Authority  
ATTN: Community Development Supervisor  
30 South Meridian Street, Suite 1000  
Indianapolis, IN 46204

All proposals received will become the property of IHCD A and will not be returned. IHCD A reserves the right to reject any or all proposals at its sole discretion.

Any question relating to this Request for Proposals should be addressed to Jacob Sipe, IHCD A Community Development Supervisor, or by telephone at 317-232-7777 or by email at [jsipe@ihcda.in.gov](mailto:jsipe@ihcda.in.gov).

**D. Selection Process**

Evaluation of all proposals will be done by IHCD A and its counsel. Based on the evaluation criteria, a short list of the highest ranked proposers may be selected and notified, and separate negotiations will then be conducted with each selected proposer to discuss its proposal. At the conclusion of these negotiations, IHCD A will establish a deadline for final offers from each of the selected firms. Final selection will be at the discretion of the Indiana Housing Finance Authority.

**E. Proposal Evaluation Criteria**

The following will be IHCD A's primary considerations in the selection of vendor(s):

1. Quality, Capacity and experience of firm
2. Operational systems and procedures
3. Competitive fees
4. Minority/Women Owned-Business Enterprise
5. Businesses incorporated and based in the State of Indiana

**V. RFP SUBMISSION ITEMS**

*Directions: Please address each item applicable to your experience under each category heading. Attach sheets as necessary, with the name of your company shown on each page. The signature section at the end of this form must be completed and signed, and must accompany your written attachments.*

**1. Quality, Capacity and Experience of Firm**

- a. References and current portfolio - Detail of experience in providing the proposed service(s)
- b. Demonstrate capacity to complete service(s).
- c. Experience of principals and staff - include organizational structure and staffing
- d. Licenses, certifications, and credentials of company, principal, and staff



2. *Operational Systems and Procedures*
  - a. Systems in place to perform services
  - b. Overall ability to address the Scope of Services detailed in this RFP
3. *Competitive Fees* - Please provide your bid for the service(s) as described in the Scope of Services section of this RFP.
4. *Minority/Women Business-Owned Enterprises*

Minority/Women Business-Owned Enterprises (MBE/WBE) are encouraged to submit a proposal. If you are an MBE/WBE, please submit certification documentation.
5. *Business incorporated and based in the State of Indiana*

Please submit a copy of your business State of Indiana Certificate of Existence from the Secretary of State and give a brief history of the demographics and location of your company.

**TERMS AND CONDITIONS:**

This request is issued subject to the following terms and conditions:

1. This request is a request for the submission of proposals, but is not itself an offer and shall under no circumstances be construed as an offer.
2. The Authority expressly reserves the right to modify or withdraw this Request at any time, whether before or after any proposals have been submitted or received.
3. The Authority may reject any or all submissions submitted in response to this Request at any time prior to entering into a written agreement.
4. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, the Authority may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
5. In no event shall any obligation of any kind be enforceable against the Authority unless and until a written agreement is entered into.
6. Each respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of proposals submitted hereunder or for any costs or expenses incurred during negotiations.
7. By submitting a response to this Request, each respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of a respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.

**Signature Section**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of person preparing this response: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_